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Recommended Citation

University of Dayton, Common Academic Program Committee, "2016-09-29 Common Academic Program Committee Minutes" (2016). *Common Academic Program Committee Minutes*. 58.
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CAP COMMITTEE

Thursday, September 29, 2016 | 11:00 a.m.-12:15 p.m.; Kennedy Union 312

Present: Brad Balser, Lee Dixon, Serdar Durmusoglu, Heidi Gauder, Linda Hartley (*ex officio*), Keigo Hirakawa, Sawyer Hunley, Fred Jenkins (*ex officio*), Terence Lau (*ex officio*), Danielle Poe, Bill Trollinger, Shuang-Ye Wu

Excused: Scott Segalewitz (*ex officio*), John White

I. 4-Year Review of CAP Courses

- A. Document: Draft Proposal to the APC: recommendations for the 4-year review of CAP-approved courses (9/28/2016)
- B. Discussion
 1. The draft proposal to the APC captures the feedback from the CAPC's discussion at the last meeting. The committee agreed that the next step will be to insert information from the proposal into the CAPC's Procedures. The committee will review the revised procedures at the next meeting and will need to take a vote to amend the procedures. The document will then be forwarded to the APC.
 2. The committee discussed some specific aspects of the proposal.
 - a. Deferral: A department can request a deferral for the four-year review if the course has been offered less than once a year. The default date for review will be two years from when the deferral was requested if the department doesn't provide a date. A maximum of one deferral will be allowed for each course.
 - b. Conditional re-approval: This option would be applicable for courses that provide a description of an assessment plan but have no current assessment process or data from the process. The conditional re-approval would be for two years and a maximum of one conditional re-approval will be allowed for each course. The committee discussed revised wording for the proposal regarding conditional re-approval.
 - c. Italics will be added as follows in the procedures for emphasis: If a course has no current assessment plan employed *and* does not provide a plan for assessment of student learning outcomes, it will not be re-approved for CAP. The statements about one-time deferral and one-time conditional re-approval will also be italicized for emphasis in the procedures.
 - d. Items #2 (conditional re-approval) and #3 (not re-approved) in the proposal should be flipped.
 - e. The following two items from the proposal are part of the CAPC's tasks and will not be part of the information that departments will complete in CIM for the four-year review process:
 - i. During the review process, CAPC will verify that proposals' Course Learning Objectives adequately support the CAP component(s) for which the course was (or is being) approved to deliver.
 - ii. At the five-year CAP review (required by the Senate document), data and information from the four-year reviews will be provided and recommendations for improvements in the process will be made.

II. CAPC Course Review Guidelines

- A. Documents: (1) CAPC course review guidelines for all CAP components; (2) Required HIR Student Learning Outcomes (SLOs) for CAP components; (3) CAP Arts Courses: distribution among HIR Student Learning Outcomes; (4) List of CAP Arts Courses with HIR SLO information; (5) CAP Courses Aligned to the HIR SLOs
- B. Discussion: The committee utilizes the guidelines when reviewing CAP course proposals. The proposed revisions, note below, were discussed at a previous meeting.
 - 1. Oral Communication: Remove Community as a required SLO. CMM 100 was originally CAP-approved in February 2013 with four SLOs: Scholarship, Diversity, Community, and Critical Evaluation of Our Times. The course review guideline includes Diversity and Community as required SLOs. The Communication Department determined that they couldn't adequately address all four SLOs and submitted a revised proposal to remove Community. The CAPC approved the revision in October 2014. Therefore, the course review guideline needs to reflect that change by removing Community as a required SLO.
 - 2. Crossing Boundaries (Faith Traditions, Practical Ethical Action, Inquiry and Integrative): Remove a repetitive statement and add a reference to the Catholic intellectual tradition to reflect what is included in the CAP Senate Document (Doc-10-04).
 - 3. All of the guidelines were reformatted to highlight more clearly which SLOs are required.
 - 4. The committee reviewed the data provided regarding SLOs for CAP-approved Arts courses and overall distribution of CAP courses among the SLOs. Some components require specific SLOs (e.g., Diversity and Social Justice requires the Diversity SLO). Requirements are based on how the components are defined in the CAP Senate Document. If there are not specific SLO requirements, like the Arts component, there is flexibility to choose among the seven SLOs. All CAP courses must have a minimum of one SLO. All seven SLOs are represented among the CAP-approved Arts courses (47 as of 6/9/2016). SLO data is tracked for all CAP courses and will be included in the annual CAP reports. The 2015-16 year-end report will be shared with the committee when it's finalized.
 - 5. A motion was made and seconded to approve the course review guidelines with the revisions noted in track changes. There was no further discussion and the motion passed by a vote of 9 in favor, 0 opposed and 0 abstentions. The revised guidelines will be posted on the CAP website and the CAPC Isidore site. They will also be hyperlinked in the revised CIM course form.

The meeting adjourned at 12:00 p.m.
Respectfully submitted by Judy Owen